



City of Los Altos

## **Job Description – Recreation Coordinator**

**LAMEA**

**Non-Exempt**

### ***Definition:***

The Recreation Coordinator plans, organizes and coordinates a variety of programs, events, activities and services in the Recreation & Community Services Department, and trains and supervises the part-time staff and volunteers involved. There is currently one Recreation Coordinator position open. This position reports to the Recreation Supervisor.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

1. Plans, coordinates, schedules, promotes, implements, and evaluates a variety of programs which may include but is not limited to: youth and teen programs, preschool-age programs, youth and adult sports programs, senior programs, contract classes, special events, seasonal camps, activity guide production, marketing, sponsorship, and facility rentals.
2. Acts as the staff liaison to the Youth, Senior, Library or Parks & Recreation Commissions.
3. Analyzes demand and the specific need for programs and prepares justification for recommended programs.
4. Studies and is familiar with department policies and city personnel regulations; is able to assess such information and make recommendations where necessary.
5. Enforces policy and procedure within sphere of responsibility.
6. Prepares information and justification for equipment and supplies; ensures that budget allocations are not exceeded.
7. Recruits, trains, schedules, and supervises hourly employees and volunteers.
8. Documents and monitors hourly staff performance to insure services and activities are delivered at the highest level possible.
9. Ensures accurate and timely completion of hourly staff schedules and time cards.
10. Prepares and/or coordinates recreation program publicity.
11. Tours and supervises programs and events and provides hands on assistance or guidance when necessary.
12. Serves as a liaison between the city and other public and private agencies, citizen groups, and/or professional organizations.
13. Conducts regular team meetings to engage staff, communicate work assignments, and keep staff apprised of pertinent department information and safety topics.
14. Builds and maintains positive working relationships with co-workers, other city employees and members of the public.
15. Responds to requests and inquiries from the general public in a timely manner and provides information regarding assigned recreational program area.
16. Orders supplies and equipment related program materials and maintains inventory control.

17. Assists in pursuing additional resources for programs through grant applications, solicitation of donations and other fundraising activities.
18. Conducts and attend a variety of training seminars, staff meetings, clinics, and community meetings.
19. Assists with preparing individual program or facility budgets as appropriate.
20. Assist in planning, organizing, developing, and scheduling the community facilities.
21. Open and close facilities as needed.
22. Perform custodial maintenance work. set up tables, sports equipment, chairs, and bleachers for classes and programs.
23. Gathers and compiles routine, statistical information and create narratives in order to assist in preparing reports.
24. Provide clerical support, program registration, answer telephones, and maintain correspondence with other divisions or agencies; may respond to public inquiries about the facility.
25. Other duties and projects as assigned by Supervisor.

### ***MINIMUM POSITION REQUIREMENTS:***

#### **KNOWLEDGE OF:**

Principles and practices used in the planning, leading, and coordination of community recreation programs, services, and special events.

#### **ABILITY TO:**

Respond effectively to program issues and citizen needs; establish and maintain cooperative working relationships with others; maintain accurate, organized and complete records; use basic computer applications including Microsoft Office; plan, organize, and lead programs and activities in an effective manner; train and coordinate the work of hourly, volunteer personnel and program participants; prepare reports, press releases, and other written information; make sound decisions in a manner consistent with the essential job functions; effectively communicate with others and assimilate and understand information in a manner with the essential job functions; work in a variety of conditions including indoor, outdoors, standing, sitting alone and in the proximities of others; work irregular hours including nights, weekends and holidays.

**EXPERIENCE AND EDUCATION:** *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Bachelor's degree from an accredited college or university with major course work in recreation or a closely related field.
- 2+ years of increasingly responsible experience in recreation services department.
- Knowledge of the principles of effective leadership.
- Ability to maintain a high level of professionalism at all times and discretion when necessary.
- Effective written and verbal communications skills and strong problem solving skills.
- Effective computer skills; working knowledge of MICROSOFT OFFICE (Familiarity with recreation registration computer software and desktop publishing is desirable).
- Experience as a Recreation Coordinator preferred.
- Knowledge of budget preparation methods and procedures is preferred.

**IDEAL CANDIDATE POSSESSES THE FOLLOWING CHARACTERISTICS:** Is highly professional, patient, respectful, and ethical; possesses excellent problem-solving skills and a can-do attitude.

Communicates effectively and proactively both verbally and in writing. Enjoys working in a small town atmosphere with an engaged public, including merchants, property owners and residents.

**PHYSICAL DEMANDS:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. Vision to read printed materials and a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**RECRUITMENT PROCESS:**

The recruitment will remain open until the position is filled. Prior to hire, candidates will be required to successfully complete a pre-employment process, including a live scan background investigation. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

**EQUAL OPPORTUNITY EMPLOYER**

The City of Los Altos is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religious creed, color, national origin, ancestry, mental or physical disability, medical condition, marital status, sex, age or sexual orientation. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Los Altos upon submittal of application. Documentation of the need for accommodation must accompany the request.

**LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.